



# **AB 109 COMMUNITY PROGRAMS**

**BIDDERS CONFERENCE FOR  
REQUESTS FOR PROPOSALS  
(RFPs)**

# PURPOSE OF BIDDERS CONFERENCE



- ▶ INFORMATION ABOUT **AB 109** IN CONTRA COSTA COUNTY
- ▶ INFORMATION AND OUTREACH ABOUT **AB 109 COMMUNITY PROGRAMS FUNDING**
- ▶ RFP PROCESS: **SOLICITATION TO AWARD**
- ▶ RFPs: **EVERYTHING YOU NEED TO KNOW**
- ▶ QUESTIONS & ANSWERS: **BEST PROPOSALS POSSIBLE**



# **AB 109 IN CONTRA COSTA COUNTY**

Jessie Warner, County Reentry Coordinator

# PUBLIC SAFETY REALIGNMENT

- ▶ OCTOBER 2011 THE STATE TRANSFERRED RESPONSIBILITY FOR INCARCERATION OF **SPECIFIC LOW-LEVEL CRIMES AND PAROLE REVOCATION TIME** TO COUNTY JAIL
- ▶ NEW/EXPANDED ROLE FOR COUNTY PROBATION DEPARTMENT
- ▶ AKA “AB 109”



# PUBLIC SAFETY REALIGNMENT POPULATIONS

- **NON-VIOLENT, NON-SERIOUS, NON-SEX OFFENSE**
  - PEOPLE RETURNING TO THE COMMUNITY FROM STATE PRISON, NOT EARLY RELEASE BUT AS PREVIOUSLY SCHEDULED, SUPERVISED BY COUNTY PROBATION (POST RELEASE COMMUNITY SUPERVISION (PRCS)) NOT STATE PAROLE
  - ELIGIBLE FELONIES SENTENCED TO COUNTY JAIL SENTENCES PURSUANT TO PC 1170(h)
  - STATE PAROLE VIOLATIONS INCARCERATED IN COUNTY JAIL NOT STATE PRISON



- ▶ **AB 109 FUNDING FOR CONTRA COSTA COUNTY FOR FYS 2012-13 AND 2013-14: \$19,285,330 (EACH YEAR)**
- ▶ **COMMUNITY CORRECTIONS PARTNERSHIP (CCP) DEVELOPED AN OPERATIONAL PLAN AND FY 2012-13 BUDGET**
- ▶ **BOARD OF SUPERVISORS APPROVED THE FY 2012-13 BUDGET AT ITS JANUARY 15, 2013 MEETING.**
- ▶ **INCLUDED IN BUDGET WAS \$4,035,000 FOR COMMUNITY PROGRAMS.**



## Probation

Referrals to Forensic Services for assessment or direct to case manager at One-stop Reentry Resource Centers



### Behavioral Health Division- Forensic Services

**Benefits Specialist**- screening and application support for SSI/SSDI and other County and state benefits including medical, CalFresh, and General Assistance

#### Mental Health Services

- Screening for Serious Mental Illness and other MH issues
- Outpatient Mental Health Treatment
- Medication Management
- Transition to long-term mental health and wellness team as appropriate

#### Homeless Services

- Shelter- Richmond/Concord
- Case management- Permanent Housing, Income/Benefits

#### AODS

- Substance abuse screening and placement in residential and outpatient treatment
- Transition to sober living housing as appropriate



### Community-Based Service Providers

#### One-stop Reentry Resource Center or Continuum

- Potential for co-located services and case management
- Screening and application support for benefits
- Guided referral to housing, employment, and other services
- On-site consultations and workshops with attorneys, child support services, other partners



#### Transitional and Permanent Housing

- Housing vouchers for Public Housing
- Master leasing for sub-tenants with poor credit
- Rental subsidies for security deposit and first/last month rent
- Links to existing housing programs

#### Employment and Training Services

- Case management for job readiness, placement and retention
- Transitional employment
- On-the job training subsidies
- Sector training and placement
- Employer outreach and education

#### Mentoring and Family Reunification

- Mentoring and counseling services that promote positive social networks and family reunification

### Trauma-informed Training and Services

Build upon trauma-informed practices of Behavioral Health Division to develop and provide training and develop trauma-informed models. Service providers and county agency partners will participate in training and on-going program enhancement



# DEMOGRAPHIC HIGHLIGHTS

- ▶ AS OF FEB. 1, 2013, THE AB 109 UNIT ACTIVELY SUPERVISED **465 CLIENTS**.
- ▶ APPROX. **200 (43%) RESIDE IN EAST COUNTY**, APPROX. **145 (30%) RESIDE IN WEST COUNTY**, APPROX. **120 (25%) RESIDE IN CENTRAL CO** AND **2% RESIDE IN OTHER COUNTIES**.
- ▶ IN **EAST COUNTY**, **88%** OF CLIENTS RESIDE IN **ANTIOCH, PITTSBURG AND BAY POINT**.
- ▶ IN **WEST COUNTY**, **83%** RESIDE IN THE CITIES OF **RICHMOND AND SAN PABLO**.
- ▶ IN **CENTRAL COUNTY**, **80%** RESIDE IN **CONCORD AND MARTINEZ**.



# REENTRY STRATEGIC PLAN



## ***FIVE STAGES OF THE REENTRY PROCESS***

- ▶ **ARREST AND ADJUDICATION** INCLUDES OPPORTUNITIES FOR PRE-TRIAL REFORM, DIVERSION PROGRAMS AND OTHER ALTERNATIVES TO INCARCERATION
- ▶ **INCARCERATION** IN COUNTY JAIL OR STATE PRISON FACILITIES THAT INCLUDES EFFECTIVE REHABILITATION, EDUCATION AND VOCATIONAL PROGRAMS
- ▶ **PRE-RELEASE** EDUCATION AND VOCATIONAL PROGRAMS COUPLED WITH DEVELOPMENT OF AN INDIVIDUALIZED RELEASE PLAN THAT CONNECTS INDIVIDUALS WITH HOUSING, INCOME SUPPORTS, AND OTHER SERVICES
- ▶ **RELEASE/REENTRY** PERIOD WHERE THE INDIVIDUAL IS ACCESSING SUBSTANCE ABUSE TREATMENT, EMPLOYMENT, HOUSING, HEALTH AND OTHER SERVICES IN THE COMMUNITY THAT LEAD TO STABILITY
- ▶ **REINTEGRATION** WITHIN THE COMMUNITY AND ONGOING PURSUIT OF A PATH TOWARDS A HEALTHY AND PRODUCTIVE LIFE

# Evidence-based Approaches and Practices to Reduce Recidivism

- ▶ Use **validated risk assessment tools** to target supervision to high-to-moderate risk probationers
- ▶ **Target geographic areas** with highest concentration of reentering individuals
- ▶ Incorporate **cognitive behavioral treatment** into program models
- ▶ Implement **case management** and **needs assessments** for appropriate delivery of drug treatment, job training and placement, educational services, and family reunification and support
- ▶ Providing for **independent evaluations** of the County's reentry programs to determine effectiveness

# OPERATIONAL PLAN



- ▶ ENHANCE PUBLIC SAFETY THROUGH **REDUCING RECIDIVISM**
- ▶ FOSTER **SUCCESSFUL REINTEGRATION** OF INDIVIDUALS BACK INTO THE COMMUNITY
- ▶ **COORDINATE EFFORTS** TO REDUCE DUPLICATION AND INCREASE EFFICIENCY
- ▶ IDENTIFY **ADDITIONAL RESOURCES** TO MEET AB 109 OBJECTIVES AND MAXIMIZE COORDINATION
- ▶ EXPLORE **OPTIONS** TO MAXIMIZE USE OF LOCAL JAIL FACILITIES TO SERVE THE NEEDS OF THE AB 109 POPULATION
- ▶ MAXIMIZE PUBLIC AND PRIVATE **PARTNERSHIPS** IN ALL PHASES OF IMPLEMENTATION
- ▶ MAXIMIZE INTERDEPARTMENTAL AND INTERGOVERNMENTAL **COLLABORATIONS AND PARTNERSHIPS** AT ALL PHASES OF IMPLEMENTATION

# MINIMUM ORGANIZATIONAL REQUIREMENTS



- ▶ 1. **Service History**: A documented history of similar or equivalent service delivery to high risk criminal justice populations in the service area for which funding is sought, including **successful completion of contract deliverables** and participation in outcome evaluation.
- ▶ 2. **Justice System Collaboration**: A history of prior successful collaboration with Probation, corrections, local law enforcement or other justice system stakeholders.

Knowledge of and participation in “jail to community” service delivery models is preferred, including demonstrated history of working effectively within a correctional setting and maintaining staff with jail clearances.

# MINIMUM ORGANIZATIONAL

## REQUIREMENTS (CONT.)



- ▶ 3. **Staff Training**: Bidder's staff must be qualified and adequately trained to provide services and able to maintain confidential offender record information (CORI). Staff must commit to full participation in trainings provided through the County, including trauma-informed practices among other topics.
- ▶ County has the discretion to approve or disapprove the qualifications/training level of bidder's staff working with Probation clients.
- ▶ 4. **Responsivity**: Demonstrated understanding and capacity to deliver responsive services, including cultural and linguistic competency, ties to the local community, field-based service delivery, gender specific programming, targeting multiple learning styles at varied literacy levels and relevant client engagement and retention strategies.

Demonstrated knowledge of and commitment to implement evidence-based practices related to successful engagement and recidivism reduction with high-risk criminal offenders.

# MINIMUM ORGANIZATIONAL REQUIREMENTS (CONT.)



- ▶ 5. **Interagency Collaboration**: Demonstrated interest and intent to collaborate with local county and non-profit service providers to obtain multi-disciplinary service delivery. A documented **history of successful collaboration** including shared case management and blended funding preferred. Staff must attend regular coordination meetings and collaborate with AB 109 partner agencies.
- ▶ 6. **Data Collection and Reporting**: Demonstrated capacity and commitment to collecting and reporting all required data including service delivery statistics (number served, units of service, dosage by client), and program-related impact and outcome measures.

**Commitment to program changes and improvements based upon outcome data, including willingness to reconfigure services to enhance effective coordination through the AB 109 service provider network.**



# MINIMUM ORGANIZATIONAL

## REQUIREMENTS (CONT.)

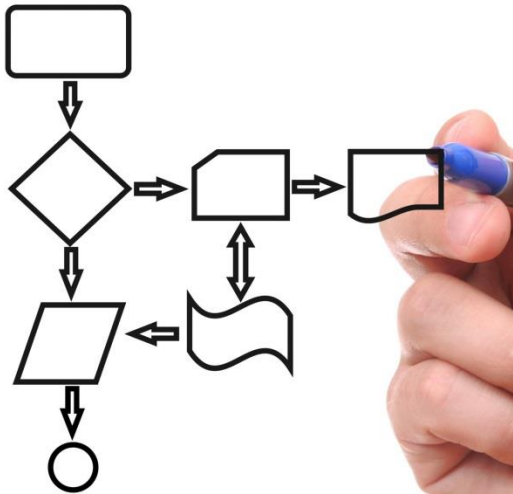


- ▶ 7. **Matching Resources**: Current or potential sources of matching resources to supplement direct funding including leveraged funding or services, and volunteer hours. Since the available funding is not adequate to meet the anticipated level of need, qualified organizations that demonstrate the capacity to access additional funding *may be prioritized*.
- ▶ 8. **Licensing/Certification Requirements**: Successful bidders must have and maintain all appropriate licenses, permits, and certifications as required by the laws of the United States, State of California, Contra Costa County, and all other appropriate governmental agencies.



# OVERVIEW OF RFP PROCESS

Lara DeLaney, CAO's office



# **\$4,035,000 FOR COMMUNITY PROGRAMS, FY 12-13**



- **EMPLOYMENT SUPPORT AND PLACEMENT SERVICES**  
**\$2,000,000 = \$600k (WC), \$600k (CC), \$800k (EC)**
- **SHORT AND LONG-TERM HOUSING ACCESS \$500,000 =**  
**\$150k (WC), \$150k (CC), \$200k (EC)**
- **PEER AND MENTORING SERVICES \$200,000 = \$60k**  
**(WC), \$60k (CC), \$80k (EC)**
- **PLANNING AND IMPLEMENTATION OF (3) ONE-STOP**  
**CENTERS \$1,320,000 = \$40k (EACH) FOR PLANNING;**  
**\$400k (EACH) FOR IMPLEMENTATION**
- **DEVELOPMENT OF A "REENTRY RESOURCE GUIDE"**  
**\$15,000**



# RFP PROCESS

- ▶ CAO TASKED WITH DEVELOPING A COMPREHENSIVE **RFP PROCESS** RELATED TO **COMMUNITY PROGRAMS FUNDING AND DATA EVALUATION**
- ▶ REPORT FUNDING RECOMMENDATIONS TO **CCP** AND **PUBLIC PROTECTION COMMITTEE; *BOARD OF SUPERVISORS AWARDS CONTRACTS.***
- ▶ TAKE NECESSARY ACTIONS TO **IMPLEMENT** FUNDING RECOMMENDATIONS AND CONTRACTS.

# RFP FRAMEWORK



- ▶ **4 SEPARATE RFPs** ISSUED AT THIS TIME
- ▶ (ALL EXCEPT *REENTRY RESOURCE GUIDE* AND **ONE-STOP REENTRY RESOURCE CENTER IMPLEMENTATION**)
- ▶ MANDATORY **BIDDERS CONFERENCE** IN 3 LOCATIONS FOR ALL 4 RFPs ON ONE DAY
- ▶ AGENCIES **MAY SUBMIT** RESPONSES TO **MULTIPLE RFPs**
- ▶ **FUNDING ALLOCATED TO SERVICES IN EACH SUBREGION** BASED ON THE MOST RECENT DATA ON THE LOCATION OF CURRENTLY SUPERVISED AB 109 CLIENTS (**WEST 30%, CENTRAL 30%, EAST 40%**)

# RFP FRAMEWORK (CONT.)



- ENCOURAGE COLLABORATIVE & COORDINATED RESPONSES
- ENCOURAGE TARGETED RESPONSES TO SPECIFIC SUBREGIONS
- RESPONDENTS MAY SUBMIT A PROPOSAL TO DELIVER SERVICES IN ONE REGION OF THE COUNTY OR IN MORE THAN ONE REGION, DEPENDING ON THEIR EXPERIENCE AND EXPERTISE
- RESPONDENTS SHOULD DEMONSTRATE CAPACITY TO PROVIDE SERVICES IN THE CITIES WHERE THE MAJORITY OF AB 109 CLIENTS RESIDE



# PROCESS TIMELINE



Event	Date
<b>RFPs Issued</b>	<b>March 15, 2013</b>
Bidders Conference	March 27, 2013
Addendum Issued	April 1, 2013
Written Questions Due from bidders	April 8, 2013
<b>RFP Responses Due</b>	<b>April 15, 2013</b>
Evaluation Period	April 15-25, 2013
Vendor Interviews	April 18-24, 2013
Results Letter Issued	April 26, 2013
Appeal Period	April 26-May 2, 2013
CCP Reviews Results	May 3, 2013
Public Protection Reviews Results	May 6, 2013
<b>Board of Supervisors Award Date</b>	<b>May 14, 2013</b>
Contract Start Date	June 1, 2013





# PROPOSAL EVALUATION PROCESS





- ✓ ONLY THOSE PROPOSALS FROM **ATTENDEES** OF THE BIDDERS CONFERENCE WILL BE FORWARDED FOR REVIEW
- ✓ **CAO STAFF WILL REVIEW EACH PROPOSAL'S ADHERENCE TO RFP SPECIFICATIONS, INCLUDING:**
  - **PROPOSAL COVER STATEMENT**
  - **PROPOSAL NARRATIVE**
  - **AGENCY INFORMATION (INCLUDING REQUIRED ATTACHMENTS)**
  - **BUDGET FORMS**
  - **OTHER FISCAL INFORMATION (INCLUDING REQUIRED ATTACHMENTS)**
  - **MINIMUM ORGANIZATIONAL REQUIREMENTS**
- ✓ **ALL PROPOSALS DEEMED RESPONSIVE WILL BE REFERRED TO THE RFP REVIEW PANEL**
- ✓ **REVIEW PANEL WILL EVALUATE AND SCORE ALL PROPOSALS UTILIZING THE EVALUATION CRITERIA IN RATING SHEET**

**Attachment A**

# REVIEW PANELS COMPOSITION



## ▶ 4 REVIEW PANELS

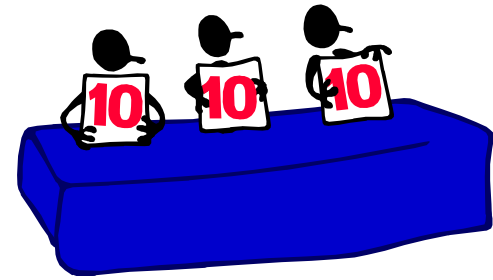
### ▶ ON ALL 4 PANELS:

1. CHIEF PROBATION OFFICER
2. STAFF OF CAO
3. REENTRY COORDINATOR
4. CRIMINAL JUSTICE RESEARCH PROFESSIONAL FROM NCCD
5. FORMERLY INCARCERATED PERSON

### ▶ 6. PROFESSIONAL IN THE AREA OF EMPLOYMENT, HOUSING, MENTORING, SERVICE CENTERS

### ▶ IMPARTIALITY STATEMENT

# CONSENSUS SCORING



- ▶ UTILIZED BY **ALL REVIEW PANELS**
- ▶ INDIVIDUAL EVALUATORS READ THE PROPOSALS PRIOR TO EVALUATION WORK SESSIONS
- ▶ AFTER PROPOSALS SCORED INDIVIDUALLY (USING THE **RATING SHEET**), THE REVIEW PANEL WILL MEET TO DEVELOP **CONSENSUS SCORES** FOR **EACH VENDOR**, FOR **EACH ITEM**.
- ▶ A **FACILITATOR** GUIDES THE WORK SESSIONS.
- ▶ TOP HIGHEST SCORING VENDORS MAY BE SELECTED FOR **INTERVIEWS**
- ▶ CONSENSUS RATING SHEET AND COMMENTS ARE **OFFICIAL**

# RATING SHEET



## **Program Elements and Possible Score**

- |       |  |      |
|-------|--|------|
| I.    | <b><u>Proposal Cover Statement - <i>required but not weighted</i></u></b>  |      |
| II.1. | <b><u>Agency Overview/Components</u></b>   |      |
|       | 1. Organization's overall services/history (3 pts.)  |      |
|       | 2. Administrative and program offices are locally based (3 pts.)   |      |
|       | 3. Demonstrated collaboration with partners to deliver services (2 pts.)   | 0-8  |
| II.2. | <b><u>Program Proposal</u></b>   |      |
|       | 1. Program design/methodology (15 pts.)  |      |
|       | 2. Program evaluation/outcomes (15 pts.)   |      |
|       | 3. Collaboration with other organizations/Coordination (10 pts.)   | 0-40 |
| II.3. | <b><u>Program Implementation and Oversight</u></b>   |      |
|       | 1. Action-steps and timeline for implementation, including primary roles and responsibilities, as well as a target date by which the program will be operational (5pts.)               |      |
|       | 2. Program staffing (FT equivalencies, responsibilities, experience) and management (5pts.)  |      |
|       | 3. Use of local resources, inclusion of local residents in program planning, implementation and evaluation (2 pts.)  | 0-12 |
| II.4  | <b><u>Bidder's Experience</u></b>  |      |
|       | Bidder's current or past experience and demonstrated ability of applicant to deliver services to the targeted communities as specified.  | 0-15 |
| II.5  | <b><u>Responsivity</u></b>   |      |
|       | Cultural sensitivity of program and relevance of services to diverse client populations, including gender specific services and delivery of services in the clients' primary language. | 0-10 |
| III.1 | <b><u>Fiscal Management Information</u></b>  | 0-5  |
| III.2 | <b><u>Program Budget/Narrative</u></b>   |      |
|       | Program budget detailing the cost for program administration, salaries, benefits and operation.  | 0-10 |

<b>Total 100 pts.</b>
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# AWARD PROCESS



- ▶ **COMMUNITY CORRECTIONS PARTNERSHIP** REVIEWS PANEL RESULTS ON **MAY 3**
- ▶ **PUBLIC PROTECTION COMMITTEE** RECEIVES CCP INPUT ON REVIEW PANEL RESULTS **MAY 6**
- ▶ **PUBLIC PROTECTION COMMITTEE** MAKES **FUNDING RECOMMENDATIONS** TO BOARD OF SUPERVISORS AT THEIR **MAY 14, 2013** MEETING
- ▶ CAO DEVELOPS **CONTRACTS** TO START JUNE 1, 2013 (*13 MONTH CONTRACTS*)

# RFP REQUIREMENTS AND INSTRUCTIONS



- ▶ 1. Bidders submit **one original proposal and eight (8) complete copies**, under sealed cover, by mail or hand-delivery to the CAO to be received no later than **5:00 p.m. on Monday, April 15, 2013**. Submission must be marked with the Agency's name and RFP number. **Any proposal received after the deadline will be rejected.** Postmarks and faxed submissions are not acceptable.
- ▶ 2. **A copy of a recent audit (within 12 months) or audited financial statement must be attached** to the original copy of the proposal. *(If a proposer is submitting proposals for multiple RFPs offered through the AB 109 program, only one copy is required.)*
- ▶ 3. The CAO will review all received proposals to make sure they are **technically compliant with formatting and submission guidelines** and will conduct a review of the Minimum Organizational Requirements.

**Proposers that are non-compliant with technical and Minimum Organizational Requirements will not move forward to the Review Panel.**

# RFP REQUIREMENTS AND INSTRUCTIONS (CONT.)



- ▶ 4. Proposals and required attachments shall be submitted as specified and **must be signed by officials authorized to bind the bidder to the provisions** of the RFP. All costs incurred in the preparation of a proposal will be the responsibility of the bidder.
- ▶ 5. A **proposal may be withdrawn** in person by a bidder's authorized representative prior to **12:00 p.m. on April 18, 2013**.
- ▶ 8. **Any questions** regarding this RFP should be emailed to [Lara.DeLaney@cao.cccounty.us](mailto:Lara.DeLaney@cao.cccounty.us) on or **before 5:00 p.m. on April 8, 2013**. Please include RFP # in the subject line.

# RFP REQUIREMENTS AND INSTRUCTIONS (CONT.)



- ▶ 9. The CAO may amend this RFP, if needed, to make changes or corrections to specifications or provide additional data. **Amendments will be posted** at <http://www.co.contra-costa.ca.us/index.aspx?NID=2366> or, if after the bidders conference, **emailed to all those attending**. The CAO may extend the RFP submission date, if necessary.
- ▶ 10. The **RFP process may be canceled in writing by the CAO prior to awards** if the Contra Costa County Board of Supervisors determines that cancellation is in the best interest of the County.
- ▶ 11. With respect to this RFP, the **County reserves the right to reject any, some, or all bids and proposals**. The County reserves the right to negotiate separately in any manner to serve the best interests of the County. **All proposals become property of the County**, without obligation to any bidder.

# RFP REQUIREMENTS AND INSTRUCTIONS (CONT.)



- ▶ 12. Proposals will be **judged on overall quality of content and responsiveness to the purpose and specifications of this RFP.** Proposals should be without expensive artwork, unusual printing, or other materials not essential to the utility and clarity of the proposal. Evaluation criteria and weight factors are described below.
- ▶ 13. A **Review Panel will evaluate** all proposals received.
- ▶ 14. **Only bidders submitting a proposal may appeal** the RFP process. Appeals must be submitted in writing and should be addressed to Lara DeLaney **no later than 5:00 PM on Thursday, May 2, 2013.** Notification of a final decision on the appeal shall be made in writing to the bidder. When submitting, an appellant must clearly state the action appealed, the harm to the appellant, and the action sought.

# RFP REQUIREMENTS AND INSTRUCTIONS (CONT.)



- ▶ Appeals shall be limited to:
  - Failure of the County to **follow the selection procedures** and adhere to requirements specified.
  - There has been a **violation of conflict of interest**
  - A **violation of State or Federal law**.
- ▶ Notification of a final decision on the appeal by the CAO shall be made in writing to the bidder within five (5) days, and the **decision of the CAO shall be final and not subject to further review**.



# RFP REQUIREMENTS AND INSTRUCTIONS (CONT.)



- ▶ 15. Successful bidders will be expected to promptly enter **contract negotiation with the CAO**. As a result of this negotiation, **actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.**
- ▶ 16. Services will begin upon the signing of a contract according to a **mutually agreed upon start-up schedule**. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.
- ▶ 17. **Selected contractor(s) will be responsible for all services offered in their proposal**, whether or not contractor(s) perform them directly or through subcontractors in multiple agency collaboration.

# RFP REQUIREMENTS AND INSTRUCTIONS (CONT.)



- ▶ 18. The CAO will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.
- ▶ 19. Contracts from this RFP will be for a 13-month period with satisfactory performance as a condition of any future contract renewal.
- ▶ 20. All contracted parties must agree to implement the County's alcohol/drug abuse prevention/treatment policy and comply with related monitoring and evaluation procedures.



# RFP CONTENTS

» Common and Specific Elements

# **RFP SHELL**



- ▶ **LEGAL CLASSIFIED NOTICE**
- ▶ **RFP TIMELINE**
- ▶ **PROJECT DESCRIPTION**
  - **SERVICE DELIVERY MODEL**
  - **TARGET POPULATION**
  - **FUNDING**
  - **PURPOSE, SERVICES, OUTCOMES**
  - **MINIMUM ORGANIZATIONAL REQUIREMENTS**
  - **CONTRACT MONITORING AND EVALUATION**
- ▶ **RFP REQUIREMENTS & INSTRUCTIONS**

# RFP SHELL (CONT.)



## ▶ PROPOSAL PREPARATION INSTRUCTIONS

- **PROPOSAL COVER STATEMENT (FORM #1)**
- **PROGRAM NARRATIVE**
  - ✓ AGENCY OVERVIEW
  - ✓ PROPOSAL (DESIGN, METHODOLOGY & GOALS, EVALUATION & OUTCOMES, COLLABORATION AND COORDINATION)
  - ✓ PROGRAM IMPLEMENTATION (TIMELINE & STAFF) AND OVERSIGHT
  - ✓ RESPONSIVITY (CULTURAL AND LINGUISTIC, COMMUNITY TIES, GENDER SPECIFIC, EVIDENCED-BASED PRACTICES)
- **PROGRAM BUDGET INFORMATION**
  - ✓ FISCAL MANAGEMENT SYSTEMS
  - ✓ LINE-ITEM BUDGET AND NARRATIVE BUDGET

# RFP SHELL (CONT.)



- ▶ **PROPOSAL REVIEW AND SELECTION**
- ▶ **RATING SHEET**
- ▶ **COUNTY CONTRACT REQUIREMENTS**
- ▶ **REQUIRED ATTACHMENTS & CHECKLIST**
- ▶ **CONTRACT GENERAL CONDITIONS**





# RFP SHELL (CONT.)

## ► FORMS 1-4

1. PROPOSAL COVER STATEMENT
2. CURRENT BOARD OF DIRECTORS
3. BIDDER'S STATEMENT OF QUALIFICATIONS
4. CONTRACTS AND GRANTS

# RFP FOR EMPLOYMENT SUPPORT & PLACEMENT SERVICES

## ▶ EMPLOYMENT SUPPORT SERVICES

- BARRIER REMOVAL
- WORKFORCE ASSESSMENT
- JOB READINESS TRAINING
- JOB SEARCH ASSISTANCE

## ▶ EMPLOYER ENGAGEMENT

## ▶ VOCATIONAL TRAINING

## ▶ SUBSIDIZED TRANSITIONAL/SUPPORTED EMPLOYMENT



# EMPLOYMENT SUPPORT & PLACEMENT

## SERVICES (CONT.)

### ► SPECIFIC SERVICES MAY INCLUDE:

- ORIENTATION AND **ASSESSMENT** OF NEW PARTICIPANTS
- EMPLOYMENT PREPARATION AND JOB **PLACEMENT**, **RETENTION** AND **ADVANCEMENT** SERVICES
- ESL TRAINING
- ASSISTANCE WITH JOB APPLICATIONS AND JOB **SEARCH**
- **SOFT SKILLS** TRAINING
- JOB **REFERRAL**
- WORKING WITH POTENTIAL **EMPLOYERS** TO OVERCOME **BARRIERS** CREATED BY SPECIFIC CONVICTIONS
- **ON-THE-JOB TRAINING** OR SUBSIDIZED EMPLOYMENT
- **CASE MANAGEMENT** INCLUDING ASSISTANCE CONNECTING TO HOUSING, SUBSTANCE ABUSE PROGRAMS AND HEALTH SERVICES



# SHORT & LONG-TERM HOUSING ACCESS



▶ **SERVICES THAT ASSIST AN INDIVIDUAL TO SECURE TRANSITIONAL AND PERMANENT HOUSING MAY INCLUDE:**

- IDENTIFYING LOCAL HOUSING **RESOURCES AND GAPS**
- **IDENTIFYING LANDLORDS** WILLING TO PROVIDE HOUSING
- COORDINATING **SHARED HOUSING** AMONG MULTIPLE TENANTS
- ASSISTANCE WITH **RENTAL AGREEMENTS** AND APPLICATION FORMS
- **CREDIT COUNSELING** AND REPAIR SERVICES
- ASSISTANCE WITH SECURITY AND UTILITY **DEPOSITS**
- SHORT-TERM **EMERGENCY SHELTER**
- INTERMEDIATE TERM FULLY OR PARTIALLY **SUBSIDIZED** HOUSING
- **MASTER LEASING** TO PROVIDE SUB-LEASES
- **CASE MANAGEMENT** TO NAVIGATE ACCESS TO EXISTING LOW INCOME AND SUBSIDIZED HOUSING

# PEER AND MENTORING SERVICES

## ▶ MENTORING SERVICES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- PRE-RELEASE **RELATIONSHIP BUILDING**
- **ONE-TO-ONE** MENTORING SUPPORT
- PEER MENTORING **GROUPS**
- POST-RELEASE REENTRY **AFTERCARE SESSIONS**/DROP-IN SUPPORT
- **TRANSPORTATION** OF CLIENTS AND FAMILIES TO APPOINTMENTS AND MEETINGS
- **SERVICE ADVOCACY** TO ADDRESS BARRIERS TO SUCCESSFUL REENTRY
- SOCIAL EVENTS AND **SERVICE PROJECTS** TO BUILD RELATIONSHIPS AND GIVE BACK TO THE COMMUNITY
- SERVICES TO **SUPPORT DEVELOPMENT OF HEALTHY, SAFE RELATIONSHIPS** WITH INTIMATE PARTNERS & FAMILY MEMBERS





# PLANNING OF (3) REENTRY RESOURCE CENTERS

- ▶ GRANT AMOUNT: UP TO \$40,000 PER REGION.
- ▶ FACILITATE DESIGN OF A **STRATEGIC, COLLABORATIVE** IMPLEMENTATION PLAN FOR THE ESTABLISHMENT OF A REGIONAL REENTRY RESOURCE CENTER.
- ▶ **IMPLEMENTATION TO FOLLOW** CONCLUSION OF PLANNING PROCESS





# **PLANNING SERVICES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- LEADING A SERIES OF **PLANNING SESSIONS** WITH A CORE TEAM AND DIVERSE STAKEHOLDERS.
- DEVELOPING A **STRATEGIC VISION**, A SET OF **OPERATING PRINCIPLES**, A **GOVERNANCE STRUCTURE** AND AN **IMPLEMENTATION PLAN** FOR THE REENTRY RESOURCE CENTER.
- DRAFTING AN **MOU TEMPLATE** TO BE SIGNED BY PARTNER AGENCIES.
- DETERMINING **RESOURCE ALLOCATION AND SERVICE PROVIDER ROLES**.
- DEVELOPING A **DATA AND EVALUATION SYSTEM** THAT INCLUDES DATA SHARING ACROSS AGENCIES.

# STATUS OF PROGRAM



- ▶ IN CONTRACT FOR DEVELOPMENT OF  
“**REENTRY RESOURCE GUIDE**”
- ▶ DEVELOPING INFORMATION/CONTENT FOR  
**DATA EVALUATION RFP**
- ▶ UPDATING **WEBPAGE** ON **AB 109**  
**COMMUNITY PROGRAMS**, HOUSED ON CAO  
PAGE OF COUNTY WEBSITE, **SERVICES &**  
**PROGRAMS**

# POINTERS



- ▶ BE SURE TO SPECIFY THE **NUMBER OF CLIENTS** YOU INTEND TO SERVE WITH YOUR PROPOSED PROGRAM
- ▶ **LETTERS OF SUPPORT** THAT DEMONSTRATE PARTNERSHIPS AND THE SUPPORT OF COMMUNITY LEADERS ARE ENCOURAGED
- ▶ MAKE SURE YOUR AGENCY CAN COMPLY WITH THE COUNTY **INSURANCE** AND **AUDIT** REQUIREMENTS
- ▶ DIRECT ALL QUESTIONS ABOUT THE RFP AND PROCESS TO LARA DELANEY— DO NOT CONTACT MEMBERS OF THE REVIEW PANELS
- ▶ THE **PROBATION** WEBSITE INCLUDES A CCP PAGE WITH LINKS TO PAST AGENDAS, HANDOUTS AND MEETING MINUTES.  
[HTTP://WWW.CO.CONTRA-COSTA.CA.US/INDEX.ASPX?NID=3113](http://www.co.contra-costa.ca.us/index.aspx?NID=3113)

# QUESTIONS & ANSWERS



- ▶ [WWW.CO.CONTRA-COSTA.CA.US/INDEX.ASPX?NID=2366](http://WWW.CO.CONTRA-COSTA.CA.US/INDEX.ASPX?NID=2366)
- ▶ LARA DELANEY (925) 335-1097;  
[LARA.DELANEY@CAO.CCCOUNTY.US](mailto:LARA.DELANEY@CAO.CCCOUNTY.US)

**THINK** OUTSIDE  
THE BOX

HOW WOULD YOU CHANGE THE SYSTEM?

Our criminal justice system should keep communities safe, treat people fairly, be cost-effective, and use our taxpayer dollars and public resources wisely. Are there choices we can make to reduce the jail and prison populations, save money, and improve public safety? Can you Think Outside the Box?

**START NOW!**